
GENERAL SERVICES-MAILROOM

MISSION

The mission of General Services is to provide quality services to our customers in a safe and cost effective manner.

PROGRAM DESCRIPTION

The mailroom provides the pick-up and delivery of interdepartmental mail and the metering and processing of out-going US Mail. Activities in this organization include pick-up, delivery, and processing US Mail, processing Federal Express and UPS request. This division picks up and delivers incoming and out-going interdepartmental mail for approximately thirty agencies. This office also meters and charges postal fees to departments, does bulk purchases, distributes copier paper and makes daily bank deposits for the County Finance Department. The Mailroom provides courier services weekly or as needed to the Board of County Commissioners.

2002-03 ACCOMPLISHMENTS

- Mail Clerk and Courier completed all Human Resources required training and Red Cross CPR and First Aid Training.
- Processed 762,000 pieces of U.S. Mail.

2003-04 OBJECTIVES

- Continue working to educate users on how to reduce first class mail and maximize pre-sort mailing.
- Upgrade county's postage meter and scale to conform to new postal regulations.